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MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **CHIEF, OFFICE OF PLANNING AND MANAGEMENT**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **MARCH 23, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief (CEA III), the Chief, Office of Planning and Management establishes statewide policy and functionally manages, directs, and provides guidance on all project coordination, planning and management activities. The incumbent provides staff assistance to the Headquarters Program for all matters concerning Right of Way (R/W) Planning and Management, which includes statewide capital management, budgeting support budgeting, workload estimating, federal and state funds management, manual management, charging practices, and general program administration. The incumbent manages the Headquarters R/W staff engaged in the foregoing activities. The incumbent develops and disseminates statewide policy through staff and consultation with regions and districts; use corporate services to further the program mission and vision; contributes substantively to the strategic objective of being the consultant (contractor) of choice; design performance measures for the efficient use of capital and staff resources and support and cooperate with regions/districts to assure application of compliance procedures. Responsibilities include, but are not limited to:

- Acts as the principal assistant to the Division Chief in all matters pertaining to Planning and Management. Establishing the workload forecasting portion of the program's strategic planning process.

- Formulates policies and procedures and departmental administrative regulations required for implementation of Federal and State laws, rules, and regulations dealing with Planning and Management of the R/W Program, including adoption of functional performance standards and measures.
- Directs the review and monitoring of Program costs and Program efficiency including management of Federal and State funding for R/W projects on a statewide basis.
- Monitors region/district Planning and Management activities for compliance with prescribed policies, procedures, and levels of service.
 - Directs the evaluation of region/district Planning and Management activities against adopted performance measures for cost, timeliness, quality, and compliance.
 - Sets levels of service and guides the Program's administrative operations.
- Participates as a member of the R/W Management Board.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Lead, principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information; the Department's safety, health, equal employment opportunity and labor relations program objectives; a supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels; and effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and abilities to meet the goals and objectives of the Department's mission statement and the strategic plan.
- Demonstrated knowledge of organization and policy issues facing the Department, and the current responses to such issues.

- Demonstrated knowledge of budget processes, workload development, resource management and project management concepts.
- Demonstrated ability to effectively communicate and coordinate, both orally and in writing, with all levels of management and staff within the Department.
- Demonstrated in-depth knowledge of the Caltrans project development process and its interrelated functions.
- Demonstrated ability to plan strategically and implement with measurable results.
- Demonstrated ability to examine existing procedures and practices and develop more innovative and efficient ways of conducting business; embrace continuous improvement.
- Demonstrated knowledge and ability to effectively supervise, direct, manage, and lead an office of multi-disciplinary professional and technical staff.

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EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 10MSP05**.
- No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualification must be received or postmarked by the final file date of **MARCH 23, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP05)
1727 30th Street, MS-86
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.